

EL Civics Resource Development Mini Grants

I. Program Deliverables

All agencies receiving funds for Resource Development Mini-Grants must submit the three Program Deliverables, as follows: Product Development Plan, Draft Product, and Final Product and Report.

A. Product Development Plan

Funded agencies must electronically submit a Product Development Plan to Christine Gordon at CDE (cgordon@cde.ca.gov) no later than September 30, 2002. The Plan must:

- Document a need for the resource.
- Describe the resource stating its purpose and intended outcome.
- Identify the intended users and their proficiency levels.
- Present a development timeline with identified milestones to include draft product review, field-testing, evaluation, and modification.
- Identify the medium of delivery.
- Describe the learning modes to be addressed through use of the resource.
- Describe the instructional strategies required for its effective use.
- Identify the language and literacy objectives to be achieved.
- Address content, instructional design, and technical considerations.
- Include strategies for field-testing and evaluation.

B. Draft Product

Funded agencies must submit a draft product for approval to CDE, 660 J Street, Suite 400, Sacramento, CA 95814, Attention: Christine Gordon, no later than January 31, 2003. The draft should include a sample of each element of the proposed product. If the product is in video format, the draft should include a storyboard and script of at least one video. The draft should also document what has been completed to date. The earlier this draft is submitted, the earlier it will be reviewed and returned. Approval may be on a conditional basis pending implementation of recommended modifications of the product or approval may be unconditional.

C. Final Product and Final Report

Funded agencies must conduct evaluation activities, including a field-test of the product and, at the end of the funding cycle, submit a final report. Evaluation activities include, as appropriate, field-test results, pre- and post-test data, evaluation and feedback forms, and user surveys. Based on the evaluation results, agencies will complete and/or modify the product, and submit all elements of the product along with the final report to CDE, 660 J Street, Suite 400, Sacramento, CA 95814, Attention: Christine Gordon, no later than August 15, 2003.

II. Technical Assistance

Agency staff should use the *EL Civics Resource Development Mini-Grant Review Form*, included with this document, as a guide for product development. Agencies may also request technical assistance from the EL Civics Program Specialist Mini-Grant Coordinator, Lori Howard (lhoward@casas.org).

III. Reimbursement and Dissemination Process

A. Reimbursement

Reimbursement of agency expenditures is subject to submission and CDE approval of the Product Development Plan, a draft product, and a final product with a final report. See the EL Civics Deliverables and Payment Timeline on the CDE web site at www.cde.ca.gov/adulteducation/supplement_progs/elciv/timeline.html.

B. Dissemination of Materials

All materials developed under the terms of this grant will become the property of CDE. CDE reserves the right to copyright such material and to publish, disseminate, and otherwise use materials developed under this grant. The Outreach and Technical Assistance Network (OTAN) leadership project will disseminate selected products.

1. Disclaimer

The following standard disclaimer must be prominently included on all products developed under the terms of this grant:

The development of this product was supported by federal funds for adult education and literacy services under the Workforce Investment Act, Title II, Adult Education and Family Literacy Act, through a grant from the California Department of Education, Adult Education Office. However, the content does not necessarily reflect the position of the California Department of Education or the United States Department of Education.

2. Copyright

Agencies must abide by all U. S. copyright laws. More information about copyrights can be found online at:

<http://www.lib.rpi.edu/dept/library/html/information/policies/lawhighlights.html>
<http://www.copyright.gov/circs/circ1.html#wwp>

3. Formatting Guidelines

a. Print and Electronic

Items submitted for distribution in print or electronic format must include a hard copy and an electronic copy. Mac or PC platforms are acceptable. The following diskette formats can be accommodated: zip, jazz, CD, and 3.5 floppy. Preferred software is either Microsoft Word or Adobe PageMaker. Clean and clear one-sided masters can be scanned into PDF format.

CDE publications follow the standards included in the *Chicago Manual of Style, 14th Edition*. CDE publication guidelines are online at <http://www.cde.ca.gov/cdepress/cde-style-manual-2002.pdf>.

b. Video

Videos should be of high quality. Live subjects should use adequate microphones to assure the sound is clear. Appropriate lighting should be used. Videos should be planned with storyboards and scripts, which must be submitted as part of the initial draft submission no later than January 31, 2003.

Release forms completed by individuals featured in videos must be available and kept on file. A first generation product is required for distribution. Second generation VHS tapes and any video product that cannot be duplicated with acceptable quality will be considered archival only. OTAN can accommodate only the following “consumer level” video formats: MiniDV, DVCAM, VHS, Video CD, Hi8mm, 8mm, CD-R, and DVD-R.